

ALTINA WILDLIFE PARK – WORK EXPERIENCE/PLACEMENT INFORMATION PACKAGE

FOR STUDENTS AND CAREER ADVISERS

Work Experience at Altina allows students to:

- Observe a variety of work being done in the fields of zoo keeping, animal care, horticulture and guest services/tourism.
- Undertake supervised work appropriate to the student's skill level.
- Ask questions about a zoo workplace.
- Gain skills related to working in a zoo environment.
- Investigate training and zoo employment opportunities.

Generally the students assist Zoo Keepers in the total care of animals or maintaining the gardens and landscape. In relation to the guest services/tourism, students assist guest services staff across the zoo to enhance visitor experience and ensure efficient running of daily operations. Students are required to work within the health and safety procedures at Altina Wildlife Park.

Duties may include:

- Cleaning (including windows, food utensils, faeces removal, exhibits, etc)
- Preparing and distributing food
- Observing and recording animal behavioural information
- Minor exhibit modifications and refurbishment
- Assisting with public presentations and keeper talks

Please note that duties are limited according to our health and safety procedures. Students are to attend Altina for all days approved for the Work Placement week – Appointments for other activities etc. are not to be made during your Work Placement period. Students are not permitted to administer medication or undertake training or conditioning of animals. Students are exposed to a wide range of keeper duties from the very interesting to the very routine. They will rake, shovel and rake some more – just like the keepers do!

Application Procedure

Eligible students are required to complete the Altina Wildlife Park work experience/placement application form. This must include school and student information, two date preferences and comments to indicate previous experience, interest levels and any other relevant information that supports the student's application. The school careers adviser must approve the applicant, signing and commenting on the student's suitability to participate in the program. Students under the age of 18 years require their parent or guardian to sign their application.

All students must be insured. When insurance is not issued by the school, the student must provide their own insurance cover and show a copy of policy before commencing work experience/placement. Students are advised to consider their own circumstances before selecting their insurance cover.

Applications that meet all the necessary requirements will be processed based upon the Careers Adviser's approval and student's information. Receipt of an application does not automatically confirm a work experience placement. Altina Wildlife Park's work experience coordinator will determine successful students' divisional placements in a fair and equitable manner and the decision will be final.

The school Careers Adviser or student will be notified regarding the student's acceptance or non-acceptance. Successful applicants will also receive all the relevant work experience/placement information. Zoo placement is conditional and may change in the event of unforeseen circumstances.

General Information for students

Hours	Monday to Friday 8am-4pm
Breaks	20 minute lunch break
Clothing	Practical, respectable and comfortable neutral clothing , closed shoes (e.g runners), hat or cap, wet weather gear (e.g. raincoat, spray jacket). Umbrellas can not be used whilst working near animal exhibits.
Transport	Students are to organise their own transport to and from Altina each day.

Please Email, Fax or Mail your completed application form to:

Email: info@altinawildlife.com

Fax: 02 6962 6327

Mailing Address:

Att: Work Experience Coordinator

C/- 663 Hillston Road

Griffith, NSW, 2680

Applications will be processed on receipt. Approval/Non-Approval will be finalised within 2 weeks of receipt of application.



APPLICATION FOR WORK EXPERIENCE/PLACEMENT

TITLE **MR** **MISS**

SURNAME: _____

FIRST NAME: _____

DOB: _____

SCHOOL YEAR: **10** **11** **12**

ADDRESS: _____

SUBURB: _____ **STATE:** _____ **POSTCODE:** _____

PH: _____ **MOBILE:** _____

EMAIL: _____

EMERGENCY CONTACT:

NAME: _____

RELATIONSHIP: _____

PH: _____ **MOBILE:** _____

SCHOOL DETAILS:

SCHOOL NAME: _____

ADDRESS: _____

CAREERS ADVISER: _____ **PH:** _____

EMAIL: _____

PLACEMENT DATE OPTIONS

Please state 2 weeks that you are available – it is very important that your school approves the dates you select, once placed you are unable to change your dates.

WEEK 1: **FROM:** _____ **TO:** _____

OR

WEEK 2: **FROM:** _____ **TO:** _____

NOTE: For students with an established and recognised phobia, please list below:

CAREERS ADVISOR/TEACHER:

PLEASE COMMENT ON THE STUDENTS' SUITABILITY IN THIS INDUSTRY:

Is there Insurance Cover for the student applicant?

YES

NO – Unable to apply for work placement.

If Yes, Name of Insurance Company _____

Expiry Date of Insurance Company _____

I understand that this application does not automatically confirm a placement for my student. The student or myself will be notified in due course as to whether the application has been successful.

Careers Advisor Signature

Date

STUDENT:

1. DESCRIBE YOUR ANIMAL CARE/EXPERIENCE:

2. WHY ARE YOU INTERESTED IN THE WORK EXPERIENCE PROGRAM AT ALTINA WILDLIFE PARK?

3. HAVE YOU EVER VISITED ALTINA IN PERSON? WHEN?

4. DO YOU HAVE A HISTORY OF PHYSICAL OR MENTAL ILLNESS THAT ALTINA STAFF SHOULD BE AWARE OF? NO YES (If Yes, please tick from the following).

- Asthma Epilepsy Chronic fatigue
 Heart Condition Back Problems Arthritis
 Repetitive Strain Injuries Other

If other please specify: _____

5. DO YOU SUFFER FROM ANY ALLERGIES (e.g. fish, hay fever, mould)?
NO YES (If Yes, please specify) _____

6. IS THERE ANYTHING THAT WOULD MAKE YOU UNSUITABLE FOR CERTAIN TYPES OF VOLUNTEER ACTIVITIES?

NB: Any medication needed to control any illness/allergy etc., must be brought to the Park daily in the case of an emergency.

7. DO YOU GIVE PERMISSION FOR OUR FIRST AID OFFICER TO ATTEND TO YOUR MEDICAL NEEDS IN CASE OF AN EMERGENCY?
NO YES

Student Signature or
Parent/Guardian if child is under 18 yrs

Date